

FINAL AGENDA
INSTITUTIONAL ERGONOMICS COMMITTEE

April 3, 2000

10 A. M.. to NOON

TA-48, Building 29, Room 118
(CST-DO Conference Room)

Proposed Agenda

Announcements	10 a.m.
Strategic Planning Facilitation John Fox, ESH-DO	10:10 a.m.
<u>Goals:</u> <ul style="list-style-type: none">• Identify 4-6 priority action areas.• Create a problem statement for each area.• Identify and define acceptable outcomes.• Select subteams for each issue.• Select champions for each subteam.• Commit to taking action.	
Agenda Setting	11:55 a.m.
Adjourn	Noon

Please bring the Ergonomic Program Action Item listing to the meeting.

Institutional Ergonomics Committee

April 3, 2000

Meeting Minutes

Committee Attendees: Gary Whitney, ESA-FM-ESH; Mary Carol Williams, CIC-DO; Fran Talley, PA; Faye Miller, BUS-RM; Mike Brandt, ESH-5; Tina Montoya, LC; Larry Wardlow, ESH-2; Mabel Grey-Vigil X-DO; Carol Smith, BUS-4; Carlos Garcia, E-DO; Cathy Schuch, CST-DO; Raeanna Sharp-Geiger, MST-OPS; and Patrick Martinez, HR-DO.

Ergonomics Community (including alternates): Jerilyn Mosso, DX-DO/FM; Barbara Garcia, BUS-4; and Patty Mahoney, Zone 6 ESH.

Invited Guest: John Fox, ESH-DO

Announcements:

- Carol Smith discussed the importance of data in decision making. The Committee agreed that Mike Brandt should determine if there is a relationship between illness/injury rates and training (for the years '97-99). Data will be provided by MST-OPS, CIC-DO, and BUS-DO. Mike will examine the data, identify each illness/injury case by person name, determine if the ill/injured person was trained prior to injury, use a statistical analysis tool Chi squared, matched pair, or small number statistics to determine if there is a relationship between injury/illness and training.
- Mike Brandt submitted a response to Dick Burick's office regarding committee membership, and the final charter and bylaws. The response is attached for your information.

Strategic Planning:

John Fox, ESH-DO, facilitated our strategic planning meeting. The results of the meeting are presented below, just as they were documented on flip charts prepared by John.

- Flip Chart 1: **ISSUES LIST**
 - Develop annual goals, risk reduction priorities, measures of performance (ref #2 on Action Item list)
 - Focus on ergonomics program (ref #6 on Action Items list)
 - Annually measure and evaluate the program (ref #1 on Action Items list)
 - Training (ref # 25 and 26 on Action Items list)
 - Follow-up (Communications) (ref #21-24 on Action Items list)
 - Design Guidelines (ref #20 on Action Items list)
 - Implement LIR (ref #7 on Action Items list)
 - Data analysis (ref #9 on Action Items list)

- Flip Chart 2: **Questions Raised During the Discussion**
 - What data is available?
 - What data is needed?
 - Action Item: Ask Dina Sassone, ESH-5, to present progress on ergonomics evaluation data sheet to the Committee
 - Marketing ergonomics employees
 - Injury Classification
 - Ask John Vance and/or Paula Mattys to discuss with the IEC the need for ergonomics data that is *different* than the OSHA 200 log requirements.
 - Issue: Injury classification verses implementation of the ergonomics program

Flip Chart 3: Problem Statement: The WHAT

- For example: "There is not an institutional, integrated Ergonomics Program."
- Roles and responsibilities not defined, recognized, understood
 - Difficult to measure and assess
 - LIR
 - Where do we go for help

Roles and Responsibilities Subteam: Raeanna Sharp-Geiger, MST-OPS; Barbara Garcia, BUS-4; and Carlos Garcia, E-DO.

- Flip Chart 4: **Communication/Responsibility/Caring for People**
- Ergo risks not understood
- Information not readily available

Communication Subteam Members:

Mabel Grey-Vigil, X-8,
 Patrick R. Martinez, HR-5-STAFF
 Tina L. Montoya, LC
 Jerilyn S. Mosso, DX-DO
 Cathy J. Schuch, CST-DO
 Carol Smith, BUS-4
 Fran L. Talley, PA

- **Implementing the LIR Subteam:** Mary Carol Williams, CIC-DO; Faye Miller, BUS-DO/Risk Management; and Gary Whitney, ESA-FM-ESH.
- Each will meet on April 20, 2000, during our regularly scheduled IEC meeting time (10 am - Noon, TA-48).
 - The LIR team will meet at the Ottowi Café instead.
 - Mike Brandt will assist each subteam.
 - If anyone has not volunteered for a subteam and would like to, simply attend one of the meetings on April 20.
- At the next meeting each subteam should:
 - Select a chairperson
 - Develop a problem statement using the examples below for guidance:

#5. "There is a lack of basic identification of roles and responsibilities, resource, ownership, program priorities, and a proactive resource management system for ergonomics. Specific areas needing attention were identified as follows: Priorities, Roles/Responsibilities/Accountabilities/Authority, Communication/Feedback, Resource Ownership, Performance Measurement Status...."

#6. "How do we focus our ergonomics program implementation activities on an employee centric program complete with employee accountability?" and "How do we implement the program at the Lab?" "Specific areas needing attention were identified as follows: Planning/Priorities, Annual Goals/Direction, Communication/Ergonomics Committee, Resource Allocation, Performance Measurement, Feedback/Communication, Proactive vs Reactive Program"

- Identify which of the Action Items (from the listing I sent previously) your team will address
- Identify 'things to do' and 'action to take', assign dates, and work assignments

To/MS: Tom Gunderson, DLDOPS (A100)
From/MS: Michael Brandt, ESH-5 (K486)
Phone/FAX: 7-1228/5-2192
Symbol: ESH-5:00-069
Date: March 30, 2000

memorandum

Environment, Safety and Health Division
Industrial Hygiene and Safety Group (ESH-5)

Subject: Institutional Ergonomics Committee

In response to Dick Burick's February 15, 2000, memo regarding institutional safety committees, I have attached the revised charter and bylaws for the Institutional Ergonomics Committee (IEC). The charter and bylaws have been reviewed with Ellen Castille, LC-LEL, using the Laboratory's guidance for HEERA compliance. Because of my role as Project Leader for Occupational Ergonomics, Ellen has recommended that I only serve as an Ex Officio member of the IEC. This change is reflected in the bylaws. Carol Smith, BUS-4, is now the IEC Chair.

The Committee membership is as follows:

Carol Smith, BUS-4, Chair (smith_carol_a@lanl.gov)
Larry Wardlow, ESH-2, Deputy Chair (lgwardlow@lanl.gov)
Denny Erickson, DDESH, Safety Committee Champion (derickson@lanl.gov)
Lawrence Quintana, APT/TPO; (lgq@lanl.gov)
Cathy Schuch, CST-DO; (cathys@lanl.gov)
Ernesto A. Vigil, ESH-5/DX; (ernie_vigil@lanl.gov)
Raeanna Sharp-Geiger, MST-OPS (raeanna@lanl.gov)
Carlos Garcia, E-DO; (ceg@lanl.gov)
Tina Montoya, LC; (tinam@lanl.gov)
Darren L. Merrill, JCNNM-HSFT/EXT; (dlmerrill@lanl.gov)
Patrick Martinez, HR-5-Staff (prmtz@lanl.gov)
Gary Whitney, ESA-FM-ESH; (whitney_gary@lanl.gov)
Mary Carol Williams, CIC-DO (mcwms@lanl.gov)
Faye Miller, BUS-RM; (faye@lanl.gov)
Ken Huff, PTLA (khuff@lanl.gov)
Fran Talley, PA; (flt@lanl.gov)
Ronald A. Pistone, TSA-DO (pistone@lanl.gov)
Mabel Grey-Vigil X-DO; (mpg@lanl.gov)
Michael Brandt, Ex Officio (mtbrandt@lanl.gov)

Alternates:

Kay Karns, CIC-DO; (karns@lanl.gov)
Cheryl Lucas, MST-OPS; (clucas@lanl.gov)
Roberta J. Shaw, ESA-MT; (rjshaw@lanl.gov)
James D. Nobel, ATP-TPO; (jnoble@lanl.gov)
Patricia R. Martinez, PA-4; (patsym@lanl.gov)
Tessa Dowell, E-DO; tld@lanl.gov
Lola E. Sandoval, LC/GL; (lolas@lanl.gov)

Should you need any additional information, please contact me or Carol Smith.

Cy: Richard Burick, DLDOPS / A100
DLD-OPS File, MS A100
Phil Thullen, DLD-OPS, MS A100
Dennis Erickson, ESH-DO, MS K491
Barbara Hargis, ESH-5, MS K486
Carol Smith, BUS-4, MS A190
Nancy Greene, ESH-IM, MS K498
John Fox, ESH-DO, MS K491

Attachments